

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140147-0

REPORTS INVENTORY

DDO/OTR/ISS - 20

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Film Inventory

2. TYPE OF REPORT	<input checked="" type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING
LOGISTICS	SECURITY
MEDICAL	FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)
8

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
XX NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Chief, ISS

10. PREPARING COMPONENT (include lowest level contributing information to report)

ISS/AAB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
5	3.60		3		10.80		4		\$43.20
(Subsequent reports will take one hour after the initial 3 hour report. \$10.80 (1 report) \$10.80 (3 reports)									
			3				4		

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$43.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14 September 1970 - Information service for OTR components on film purchased for OTR courses.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS	DOLLARS
0	0\$

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Audio Aids Branch/ISS

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140147-0